

*e*SDR Tutorial

OFFICE OF THE ASSESSOR
COUNTY OF CONTRA COSTA
January 2017

eSDR Tutorial

Website to file online:

<https://www.calbpsfile.org>

The screenshot shows the eSDR/e-SDR website interface. At the top is a navigation bar with links: HOME, FORMS, COUNTIES, INSTRUCTIONS, EQUIPMENTS, SIGN UP, CONTACT, OTHER. Below the navigation bar is a large banner area. On the left, a yellow box contains the text: "Note: These fields are for registered accounts. If you would like to register, click on the Register link for further instructions." In the center, there is a login form titled "e-FILE ON SDR" with fields for "Enter Your Account Number from the eFiling notice" and "Enter Your SDR BIN Number from the eFiling notice", followed by a "Start Filing" button. Below this is an "SDR/e-SDR Login" section with fields for "Enter Your Registered Login Name" and "Enter Your Password", followed by a "Login" button. There are also links for "Forgot Password" and "Register". On the right, a yellow box contains the text: "If you have the ACCOUNT and BIN numbers, enter them with here to start filing your individual statements through the interactive e-File system." Below this, it says "LOGIN:" followed by "ACCOUNT NUMBER – 10 digits, no dashes" and "BIN NUMBER – 10 digits". Below the banner area, there is a disclaimer: "THIS SITE IS OWNED AND OPERATED BY CALIFORNIA ASSESSORS' ASSOCIATION (CAA). THIS IS A SECURED AND CONTROLLED COUNTY GOVERNMENT WEBSITE. TO REGISTER ON THIS SITE, YOUR INFORMATION WILL BE VERIFIED BY A REPRESENTATIVE." At the bottom, there is a footer section with logos for CAA, NS, and SECURE. The footer also contains "SITE INFO" and "CONTACT US" sections. The "SITE INFO" section includes the text: "Cal Assessors SDR/NG! This is a California Counties website. The SDR site is a complete online solution for filing your business property statements in state of California. It is a secured and controlled county government website. To register on this site, your information will be verified by a representative." The "CONTACT US" section includes the text: "You can contact your County Assessor by using the counties link. The Assessor in the county where the property is located can provide the best and specific assistance." and a "Contact Us" button. The footer also includes a copyright notice: "©Copyright 2004 - 2017 California Assessor SDR Network Group (SDR/NG). All rights reserved." and links for "Privacy Statement", "Terms of Use", and "Contact Web Master".

e-FILE ON SDR

Enter Your Account Number from the eFiling notice

Enter Your SDR BIN Number from the eFiling notice

Start Filing →

SDR/e-SDR Login

Enter Your Registered Login Name

Enter Your Password

Login →

Forgot Password Register

THIS SITE IS OWNED AND OPERATED BY CALIFORNIA ASSESSORS' ASSOCIATION (CAA).

THIS IS A SECURED AND CONTROLLED COUNTY GOVERNMENT WEBSITE. TO REGISTER ON THIS SITE, YOUR INFORMATION WILL BE VERIFIED BY A REPRESENTATIVE.

SITE INFO

Cal Assessors SDR/NG!

This is a California Counties website. The SDR site is a complete online solution for filing your business property statements in state of California. It is a secured and controlled county government website.

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CONTACT US

You can contact your County Assessor by using the counties link. The Assessor in the county where the property is located can provide the best and specific assistance.

Contact Us

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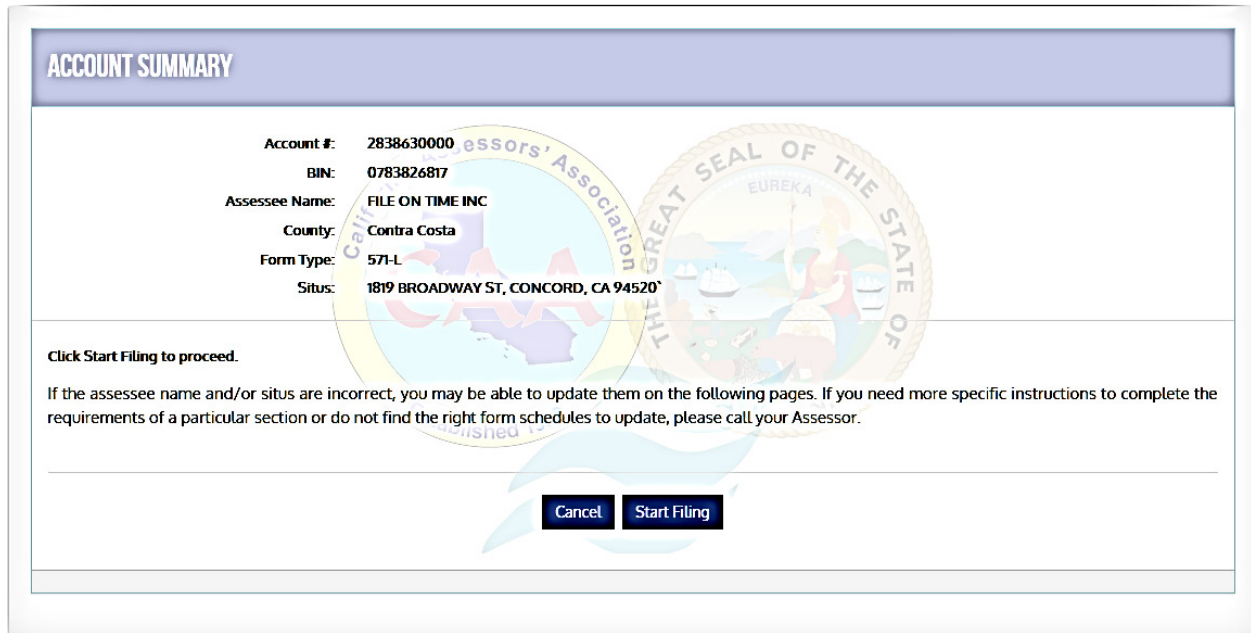
Privacy Statement Terms of Use Contact Web Master

At any time during the filing process, you have the option to SAVE and come back later to finish.

eSDR Tutorial

After LOGIN, the Account Summary page will be displayed next.

This page gives you the account information and the option to file.



ACCOUNT SUMMARY

Account #: 2838630000
BIN: 0783826817
Assessee Name: FILE ON TIME INC
County: Contra Costa
Form Type: 571-L
Situs: 1819 BROADWAY ST, CONCORD, CA 94520

Click Start Filing to proceed.

If the assessee name and/or situs are incorrect, you may be able to update them on the following pages. If you need more specific instructions to complete the requirements of a particular section or do not find the right form schedules to update, please call your Assessor.

[Cancel](#) [Start Filing](#)

After selecting to Start Filing, the Questionnaire page is displayed next. You can select one of the 3 options or click **CONTINUE** to proceed with the filing.



QUESTIONNAIRE FOR - 2838630000 (FILE ON TIME INC)

Click "Continue" to proceed with your filing unless one of the options below applies to you. In which case, select the applicable option to get an explanation of that option and follow the next step. If you have questions, please call the Assessor's Office at 925-313-7600.

☐ My filing requires additional documentation not normally required by the Assessor.

☐ I moved, sold or went out of business before January 1, 2017.

☐ None of the above.

[Cancel](#) [Clear](#) [Continue](#)

eSDR Tutorial

This page will display when you select the *“My filing requires additional documentation not normally required by the Assessor”* on the Questionnaire page. You will not be able to file your statement and must contact the Assessor’s Office.

FILING RESTRICTION - 2838630000 (FILE ON TIME INC)

You cannot file your Business Property Statement online.

Reason : Your filing requires additional documentation not normally required by the assessor.

This e-SDR system is unable to process a business property statement with this restriction. Please call the Assessor’s Office at **925-313-7600**

Please visit this site in future years to take advantage of this quick, easy, verifiable, and accurate means of meeting this obligation with the county.

Please click **“Logout”** button available on your left to end your filing session; OR click **“Cancel”** button below if you selected this filing restriction in error.

Cancel

This page will display when you select the *“I moved, sold or went out of business before January 1, 20xx”* on the Questionnaire page.

ACCOUNT MOVE - 2838630000 (FILE ON TIME INC)

1

2

3

ACCOUNT MOVE REASONS MOVE REASON DETAILS SUBMIT STATEMENT

MOVED, SOLD OR WENT OUT OF BUSINESS BEFORE JANUARY 1, 2017

Of the choices below, please select the one that best describes your situation.

- ☒ I sold my business to someone who will continue to operate at this location.
- ☐ I sold my business to someone who will move the operation to some other location.
- ☐ I went out of business and / or lost my lease.
- ☐ I moved to another location in Contra Costa County.
- ☐ I moved to a location outside Contra Costa County.
- ☐ None of the above options applies.

Cancel

Continue

Select the best reason and click **CONTINUE**

Depending on which reason you selected, the system will guide you to the appropriate next page.

Follow and complete the information as instructed.

ASSESSEE NAME AND SITUS Information

FORM 57 IL FILING FOR - 2838630000 (FILE ON TIME INC)

1 2 3 4 5 6 7
ASSESSEE SITUS GENERAL INFO PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

ASSESSEE NAME AND SITUS INFORMATION

INSTRUCTIONS:
This page collects assessee name and situs information. Please enter or update the information below. Please note that the fields marked with REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form. Please note that you can return to this page later to edit or revise your information.

Please provide the following information

Note: * denotes mandatory fields.

DBA:

ASSESSEE NAME

Add Assessee

Assessee Name		
FILE ON TIME INC	<input type="checkbox"/> Edit	<input type="checkbox"/> Delete

Situs Address:

MAILING ADDRESS

USA Address ☒ International Address ☐

Attention:

Street: ☒ ☒

Unit Type: ☒ Unit #:

PO Box:

City/State: ☒

Zip:

CONTACT DETAILS

Name: ☒

Full Name:

Business Name:

Job Title:

Phone:

Fax:

Email:

1 2 3 4 5 6 7
ASSESSEE SITUS GENERAL INFO PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

IMPORTANT: For the remainder of the filing process, you must complete any field that has an asterisk (*), which "DENOTES MANDATORY FIELDS."

This page allows you to fill in the DBA, Assessee Name, Mailing Address and Contact Information.

Click on the Mailing Address option to fill in the address.

The default address is the US Address. Click on appropriate link for the International Address option.

Part I – General Information

FORM 571L FILING FOR - 2838630000 (FILE ON TIME INC)

1 2 3 4 5 6 7
ASSESSOR / SITUS GENERAL INFO PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

PART 1 - GENERAL INFORMATION

INSTRUCTIONS:
This page collects your general information. Please enter or update the information below. Please note that the fields marked with an asterisk (*) are REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with your updates, click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later to edit or revise your information.

A
Type of Business * TAX SERVICES

B
Enter local telephone number: * 925-125-4367
Enter Fax number: Fax Number
Enter E-mail address(optional): JOHNDOE@YAHOO.COM

C
Do you own the land at this business location? ☐ Yes ☒ No
If "Yes", is the name on your deed recorded as shown on this statement? ☐ Yes ☒ No

D
When did you start business at this location? * 5/6/2010
If your business name or location has changed from last year, please provide the following:
Former Business Name: Former Business Name

FORMER BUSINESS LOCATION

Number: Street: Enter Number Unit Type: -Select UnitType- Unit # City/State: City -Select State- Zip: Half: N/A Direction: Name: Street Name Suffix: ☒

E & F Records Location Details

RECORDS LOCATION DETAILS
Please click below to provide Records Location and Records Contact Info for each Records Location Details.
Add Records Location Details
Records Location List

G
During the period of January 1st, 2016 through December 31st, 2016:
(1) Did any individual or legal entity (corporation, partnership, LLC, etc) acquire a "controlling interest" in this business entity? ☐ Yes ☒ No
(2) If YES, did this business entity also own "real property" in California at the time of acquisition? ☐ Yes ☒ No
(3) If YES to both questions (1) and (2), filer must submit form BOE-100-b, Statement of Change in Control and Ownership of Legal Entities, to the State Board of Equalization. See instructions for filing requirements.

Cancel Notes Save Continue

1 2 3 4 5 6 7
ASSESSOR / SITUS GENERAL INFO PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

This page allows you to fill in the Business Information, Former Location, and Records Location.

Part II – Declaration of Property Belonging to You

FORM 571L FILING FOR - 2838630000 (FILE ON TIME INC)

1
ASSEESSEE / SITUS

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GENERAL INFO.

3
PROP. BELONGING TO YOU

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PROP. BELONGING TO OTHERS

5
OWNERSHIP

6
PREVIEW STATEMENT

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SUBMIT STATEMENT

PART II - DECLARATION OF PROPERTY BELONGING TO YOU

INSTRUCTIONS:

This page displays the cost summary for property belonging to you. If you wish to update your cost, please click the "Update" button next to the description. For Supplies, please update the cost directly under the "This Year Total" column.

If you are done with your updates (or would like to skip and come back later), you can click the "Continue" button at the bottom of this page to jump to a specific part of the form.

Part II - Declaration of Property Belonging to You

Description	Last Year Total	This Year Total	Click to Update
Supplies		<input style="width: 80%;" type="text"/>	
Schedule A - Equipment		\$0	☑ Update
Schedule B - Bldgs., Bldg. Impr., and/or Leasehold Impr., Land Impr., Land		\$0	☑ Update
Construction In Progress (CIP)		\$0	☑ Update

Cancel
Notes
Save
Continue

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Enter **Supplies** amount and click **Save** before proceeding.

Click **UPDATE** to input values for a category.

Part II – Declaration of Property Belonging to You *Continued*

Schedule A – Equipment Input

ASSESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

PART II - SCHEDULE A

INSTRUCTIONS:

This page displays the cost summary for equipment belonging to you. If you wish to add a new equipment category, please click the "Add Category" button. If you wish to modify the cost information for an existing equipment category listed in the table below, click on the "Edit" link next to the reported equipment. If you wish to delete any equipment category you added this year, click the "Delete" link next to that equipment.

Note: You are not able to delete any equipment category reported last year. If you have disposed of any equipment category, please enter 0 (zero) under "New Cost" column. The equipment category will remain on the schedule.

For detailed instructions

Click here to **ADD** asset category. The next page is displayed below. You can select from the common categories shown in the dropdown list or click on **MORE CATEGORIES** to select **more specific asset types**.

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost
---	-------------	--------------------	----------

Schedule Remarks:

Enter your remarks

Cancel

Save And Return

1

2

3

4

5

6

7

ASSESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost
---	-------------	--------------------	----------

SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:

---Select a equipment Category ---
 Audio, Video & Sound Equipment
 Document Processor
 Forklifts
 Local Area Network (LAN) Equipment and Mainframes
 Machinery and Equipment (Commercial Businesses)
 Machinery and Equipment (General)
 Office Furniture & Equipment
 Personal Computers
 Point-of-Sale
 Restaurants - Regular
 Signs
 Smallwares, China, & Utensils
 Telephone & Communication
 Tools / Tooling

More Categories

Category Remarks:

Enter your remarks

Cancel

Click here to find **MORE CATEGORIES**

Schedule Remarks:

Enter your remarks

Part II – Declaration of Property Belonging to You *Continued*

After an asset CATEGORY has been selected, this page will be displayed.

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost
<p>SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:</p> <p>Local Area Network (LAN) Equipment and Mainframes</p> <p>Back To Common List</p>			

Year of Acquisition	Last Reported Cost	New Cost	Category Remarks:
2016			Enter your remarks
2015			
2014			
2013			
2012			
2011			
2010			
2009			
2008			
Prior			
Total	\$0	\$0	

OK **Cancel**

Schedule Remarks:

Enter your remarks

Enter the Year of Acquisition and New Cost for that equipment.

Part II – Declaration of Property Belonging to You *Continued*

If the **New Cost** versus **Last Reported Cost** varies by more than 50%, you will be prompted to confirm your entry first before continuing.

INSTRUCTIONS:

This page displays the cost summary for the equipment you wish to modify the cost information or you wish to delete any equipment category.

Note: You are not able to delete an equipment category with a "Last Reported Cost" column. The equipment category will be deleted from the equipment category list.

For detailed instructions on what to do, click the "Add Category" button next to the reported equipment category.

COST VARIANCE MESSAGES

Acq Year 2014 : New cost differs from the old cost by more than 50%

Acq Year 2012 : New cost differs from the old cost by more than 50%

Do you want to continue?

Yes

No

Schedule A

Add Category

#	Description	Last Reported Cost	New Cost
---	-------------	--------------------	----------

SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:

Local Area Network (LAN) Equipment and Mainframes

Back To Common List

Year of Acquisition	Last Reported Cost	New Cost
2016		\$500
2015		
2014		\$25,300
2013		
2012		\$6,000
2011		
2010		
2009		
2008		
Prior		
Total	\$0	\$31,800

Category Remarks:

Enter your remarks

OK

Cancel

Schedule Remarks:

Part II – Declaration of Property Belonging to You *Continued*

Schedule B – INPUT

(All instructions and steps for filling out Schedule B are the same as with Schedule A.)

Add Category

#	Description	Last Reported Cost	New Cost	
SELECT A CATEGORY FROM THE DROPDOWN LIST BELOW:				
	Leasehold Improvements - Fixtures			<input checked="" type="checkbox"/>

Year of Acquisition	Last Reported Cost	New Cost
2016		\$17,500
2015		
2014		
2013		
2012		
2011		
2010		
2009		
2008		
2007		
2006		
2005		
2004		
2003		
2002		
2001		
2000		
1999		
1998		
1997		
1996		
1995		
Prior		
Total	\$0	\$17,500

Category Remarks:

Have you received allowances for tenant improvements for the current reporting period that are not reported above? ☐ Yes ☒ No

Schedule Remarks:

Note: Any additions or disposals reported on Schedule B must also be reported on Schedule D (not available for Schedule A).

Part II – Declaration of Property Belonging to You Continued

Schedule D – INPUT (only if you have Schedule B costs)

PART II - SCHEDULE D

INSTRUCTIONS:

This page allows you to itemize all the acquisitions and disposals for all the categories reported in Schedule B. You can add a new acquisition/disposal by clicking on the button "Add New Acquisition/Disposal". If you would like to delete an acquisition/disposal then you can click the link "Delete" in the grid column.

Once you are done with updating the acquisitions/disposals you can click the "Save And Return" button to return to the previous step. If you decide not to save any of the changes you made, you can click the "Cancel" button to return to the previous step.

Schedule D

#	Category Description	Cost	Additions/Disposals
1	Leasehold Improvements - Fixtures	\$0	Edit
		Total: \$0	

SELECTED CATEGORY: LEASEHOLD IMPROVEMENTS - FIXTURES

Additions **Disposals** ←

Add New Acquisition

Month Acquired	Year Acquired	Improvement Description	Cost	Remarks	Delete
November	2016	CABLING FOR COMPUTERS/PHONES	\$17,500		Delete
Total			\$17,500		

Category Remarks:
Enter your remarks

OK **Cancel**

This page is for reporting monthly acquisitions and disposals of Schedule B property.

Part II – Declaration of Property Belonging to You *Continued*

Construction In Progress - INPUT

PART II - CONSTRUCTION IN PROGRESS(CIP)

INSTRUCTIONS:

This page allows you to provide an itemized listing of unallocated costs of construction in progress for improvements to land, machinery, equipment, furniture, building or other improvements, or leasehold improvements.

To add an item to the list, please click the "Add Category" button. If you wish to add or edit location of CIP on any reported item, please click the "Edit" link next to that item. If you wish to delete any item, please click the "Delete" link. Once you are done with CIP reporting, you can click the "Save And Return" button to return back to the Part II summary page. If you do not wish to make any changes and want to return to the CIP summary page, please click the "Cancel" button.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by downloading BOE-571-L form

Construction In Progress

Add Category

#	Category *	Cost Incurred *	Percent Complete *	Location of CIP	Description	Remarks	
1	Fixtures	\$2,000	100	<input checked="" type="checkbox"/> Edit	AWNINGS/SIGNS		<input checked="" type="checkbox"/> Delete

Remarks:

Enter your remarks

Click Edit to enter the mandatory Location of CIP.

Back to Part II (summary page) – Declaration of Property Belonging to You.

(Once all assets costs have been entered or updated)

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ASSEESSEE / SITUS GENERAL INFO. **PROP. BELONGING TO YOU** PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT SUBMIT STATEMENT

PART II - DECLARATION OF PROPERTY BELONGING TO YOU

INSTRUCTIONS:

This page displays the cost summary for property belonging to you. If you wish to update your cost, please click the "Update" button next to the description. For Supplies, please update the cost directly under the "This Year Total" column.

If you are done with your updates (or would like to skip and come back later), you can click the "Continue" button. You can also use the links at the top or bottom of this page to jump to a specific part of the form.

Part II - Declaration of Property Belonging to You

Description	Last Year Total	This Year Total	Click to Update
Supplies		\$5,000	
Schedule A - Equipment	\$0	\$31,800	<input checked="" type="checkbox"/> Update
Schedule B - Bldgs., Bldg. Impr., and/or Leasehold Impr., Land Impr., Land	\$0	\$17,500	<input checked="" type="checkbox"/> Update
Schedule D - Monthly Acquisitions and Disposals of Property Reported on Schedule B	\$0	\$17,500	<input checked="" type="checkbox"/> Update
Construction In Progress (CIP)	\$0	\$2,000	<input checked="" type="checkbox"/> Update

Cancel Notes Save **Continue**

1 2 3 4 5 6 7

Once all schedules have been updated, click on **CONTINUE** to proceed.

At any point in the process, you have the option to save and come back later to finish.

PART III – Property Belonging to Others

PART III - PROPERTY BELONGING TO OTHERS

INSTRUCTIONS:

This page allows you to provide information about property belonging to others, or their business entities that are located on your premises.

Note: "Year of Acquisition" or "Year of Manufacture", at least one is required. "Cost to purchase new" or "Annual Rent", at least one is required. To provide the address for each line item, please click on "Edit Address" button in the grid below.

If you want to add more line items, please click on "Add Lease Property" button below.

Please note that the fields marked with an asterisk (*) are REQUIRED. Unless you have all the required data, please do not begin any data entry since the system will not allow you to proceed to the next page unless you have filled in all required information.

If you are complete with your updates (or would like to skip this page), click the "Continue" button. You can also use the links at the bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later once you have the required information.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by downloading BOE-571-L form

Part III- Property Belonging to Others

Add Lease Property

#	Lessor Name *	Lessor Mailing Address	Tax Obligat * *	Lease Type *	Year of Acq. *	Year of Mfr. *	Lease ID No.	Desc...	Cost to purchase new *	Annual Rent *	
1	ROX CORP	Edit	LESSEE	Capitali	2016	2016	A12345	COPIER	\$2,500		Delete

[Cancel](#) [Notes](#) [Save](#) [Continue](#)

[1](#) ASSESSEE / SITUS
 [2](#) GENERAL INFO.
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Ownership Type and Business Description

FORM 571L FILING FOR - 2838630000 (FILE ON TIME INC)

1 2 3 4 5 6 7
ASSESSEE / SITUS GENERAL INFO. PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS **OWNERSHIP** PREVIEW STATEMENT SUBMIT STATEMENT

OWNERSHIP TYPE AND BUSINESS DESCRIPTION

INSTRUCTIONS:

This page allows you to update ownership type and business description. Please enter or update the information below. Please note that the fields marked with asterisk (*) are REQUIRED. Unless you have filled in all required information, the system will not allow you to proceed to the next page. If you are done with your updates, click the "Continue" button. You can also use the links at the bottom of this page to jump to a specific part of the form. Please note that you can come back to this page later to edit or revise your information.

Note: If you choose Partnership type of ownership, you must provide at least two partners' details. If you wish to add more partners, click on "Add more partners". If you select Corporation, you must provide the name of the legal entity. If you select Other, you must provide a description.

For detailed instructions on what to report under this schedule, please see the official instruction provided by the BOE by downloading BOE-571-L form

Ownership Type Info

Ownership Type: * Corporation ☒

Business Description: * Service/Professional ☒

Name of Legal Entity: * FILE ON TIME INC x

Select the **OWNERSHIP TYPE** and **BUSINESS DESCRIPTION** from the dropdown list and enter the **LEGAL ENTITY**.

Cancel Notes Save Continue

eSDR Tutorial

Preview Statement

FORM 571L FILING FOR - 2838630000 (FILE ON TIME INC)

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SUBMIT STATEMENT

PREVIEW STATEMENT

INSTRUCTIONS:

Preparer's information, along with authorized agent information can be updated by clicking on the "Continue" button.

Click on the "Preview Statement" button to Preview your statement.

Cancel

Notes

Continue

Preview Statement

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SUBMIT STATEMENT

BUSINESS PROPERTY STATEMENT FOR 2017

(Declaration of costs and other related
property information as of 12:01 A.M.,
January 1, 2017)

FILE RETURN BY APRIL 3, 2017

NAME AND MAILING ADDRESS

(Make necessary corrections to the printed name and mailing address)

FILE ON TIME INC

P.O.Box 123
CONCORD, CA 94520

CONTACT NAME: JOHN DOE

LOCATION OF THE BUSINESS PROPERTY

STREET 1819 BROADWAY ST

CITY CONCORD, CA 94520

CONTACT PHONE: 925-123-4567

RETURN THIS ORIGINAL FORM. COPIES WILL NOT BE ACCEPTED.
FILE A SEPARATE STATEMENT FOR EACH LOCATION.

PART I: GENERAL INFORMATION

COMPLETE (a) THRU (g)

a. Enter type of business: TAX SERVICES

b. Enter local telephone number 925-123-4567 FAX number _____

E-Mail Address JOHNDOE@YAHOO.COM

c. Do you own the land at this business location? ☐ Yes ☒ No

If yes, is the name on your deed recorded
as shown on this statement? ☐ Yes ☒ No

d. When did you start business at this location? DATE: 03/06/2010

If your business name or location has changed from last year, enter the former name
and/or location: _____

e. Enter location of general ledger and all related accounting records (include zip code): _____

f. Enter name and telephone number of authorized person to contact at location of
accounting records: _____

g. During the period of January 1, 2016 through December 31, 2016

(1) Did any individual or legal entity (corporation, partnership, limited liability company,
etc.) acquire a "controlling interest" (see instructions for definition) in this business
entity? ☐ Yes ☒ No

(2) If YES, did this business entity also own "real property" (see instructions for definition)
in California at the time of the acquisition? ☐ Yes ☒ No

(3) If YES to both questions (1) and (2), filer must submit form BOE-100-B, *Statement of
Change in Control and Ownership of Legal Entities*, to the State Board of Equalization.
See instructions for filing requirements.

PART II: DECLARATION OF PROPERTY BELONGING TO YOU

(Attach schedule for any adjustment to cost)

COST
(omit cents)

ASSESSOR'S USE ONLY

Ready to SUBMIT

FORM 571L FILING FOR - 2838630000 (FILE ON TIME INC)

1 2 3 4 5 6 7
ASSESSEE / SITUS GENERAL INFO PROP. BELONGING TO YOU PROP. BELONGING TO OTHERS OWNERSHIP PREVIEW STATEMENT **SUBMIT STATEMENT**

SUBMIT STATEMENT

Submission:

This page provides information you need to complete submittal of your statement. Please read the following before continuing to the certification and submittal page.

Use the **"Preview Statement"** link above to view and/or print a PDF of your UNSUBMITTED 571-L statement, and verify the information you entered. Use the links at the top of this page to go back to a particular part of the form that you need to revise.

Use the **"Submit Later"** button on the next page to submit your statement later. Note that all the information you entered or updated have been saved. This will give you an opportunity to review your statement more thoroughly and return to it to make any changes to the information you previously provided. IMPORTANT: Until you submit your statement, you have not fulfilled the filing requirement. The Assessor cannot view or value your information. **To avoid late filing penalties, submit your statement on or before May 7.** If May 7 falls on a weekend, a legal holiday, or a day the County Assessor is closed, the filing deadline is extended to the close of the next regular business day.

Use the **"Submit Now"** button on the next page to submit your statement to the Assessor. You must re-enter your BIN to sign and certify the submission. Failure to enter a valid BIN will not allow you to submit the statement. On successful submission, the system will provide a confirmation number. The Account number, date and time of submission, and confirmation number will be displayed on a confirmation page. It is recommended that you keep a record of these information for reference and use for any future correspondence regarding your submission.

Once you have submitted this statement you will no longer be able to modify any information, however, you will be able to **"view and/or print"** this statement at any time. Should you need to file an amendment to this e-SDR filed statement, the e-SDR system provides an electronic means to create an amendment. Just log back into the SDR/e-SDR website with your Account number and current year's BIN, and the system will prompt you to file an amendment to your previously submitted statement.

You can view and print statements submitted via e-SDR for up to seven years. Log into the same website with your Account # and current year's BIN, and by clicking on the selected confirmation number, a PDF of the submitted statement will be displayed.

Click the **"Continue"** button below to proceed to the Certification page where preparer's and/or authorized agent's information can be updated.

Continue

Once read, click **CONTINUE** to proceed with submittal process.

Final Submitting Process

SUBMIT STATEMENT

INSTRUCTIONS:

I certify (or declare) under penalty of perjury under the laws of the State of California that I have examined this property statement, including accompanying schedules, statements or other attachments, and to the best of my knowledge and belief it is true, correct, and complete and includes all property required to be reported which is owned, claimed, possessed, controlled, or managed by the person named in the statement at 12:01 a.m. on January 1, 2017. If prepared by a duly authorized person other than the taxpayer, the declaration is based on all information of which the preparer has the knowledge. This statement must be signed. Failure to do so could result in penalties. This declaration is binding on each and every co-owner and/or partner.

Please provide or update the following details to certify this statement:

Note: * denotes mandatory fields.

Assessee/Agent Name: *	FILE ON TIME INC
Assessee Title: *	CORPORATION
Federal Id:	1234769

Make sure to enter the
ASSESSEE/AGENT NAME and **ASSESSEE TITLE**.

FEDERAL ID is optional but is preferred.

PREPARER'S CONTACT DETAILS

Name: *	Prefix: <input type="checkbox"/> -Select- <input checked="" type="checkbox"/>	First Name: *	Initial:	Last Name: *	Postfix:
		JOHN		DOE	N/A <input checked="" type="checkbox"/>
Full Name:	JOHN DOE				
Business Name:	FILE ON TIME INC				
Phone: *	925-123-4567	ext:			
Email:	JOHNDOE@YAHOO.COM				
Job Title:	CONTROLLER				
Fax:	Fax #				

PREPARER'S ADDRESS DETAILS

Attention:					
Street: *	Number: *	Half:	Direction:	Name: *	Suffix:
	1819	Half	N/A <input checked="" type="checkbox"/>	BROADWAY	STREET <input checked="" type="checkbox"/>
Unit Type:	-Select UnitType-	Unit #:			
PO Box:	PO Box #				
City/State: *	CONCORD	California	<input checked="" type="checkbox"/>		
Zip: *	94520				

Once you've read and verified that the information is correct, click on
SUBMIT LATER or **SUBMIT NOW** to send and complete the eSDR filing.

PLEASE RE-ENTER YOUR BIN TO SIGN AND CERTIFY THIS STATEMENT: *

0783820817

Cancel Notes Submit Later Submit Now

Submittal Confirmation

After final submission, you will be issued a confirmation number with the time and date to indicate that the eSDR filing was completed successfully.

FORM 571-L FILING

ESDR 571-L STATEMENT SUBMIT CONFIRMATION

You have submitted your information to the Assessor. Please give us some time to evaluate your statement. If you have any questions, please call 925-313-7600.

YOU HAVE FILED ON-LINE, YOU DO NOT NEED TO MAIL A HARD-COPY OF 571-L.

Following is your submission information

Assessee Name:	FILE ON TIME INC
Account Number:	2838630000
Date of Submission:	01/25/2017 12:44:19 PM
Confirmation Number:	17012512555782041
